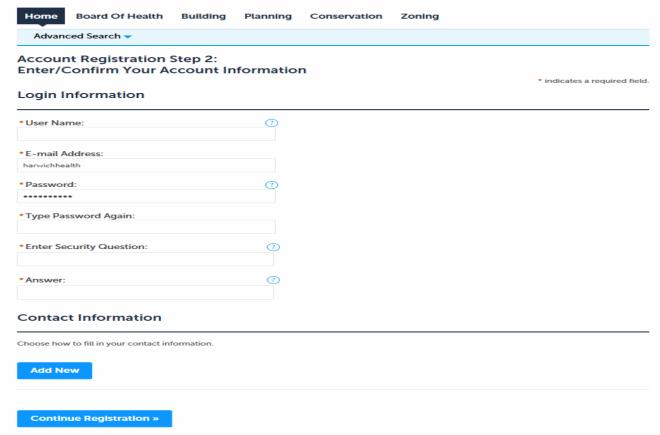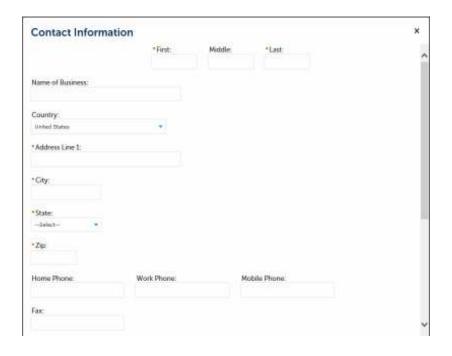## CREATING A USERNAME AND PASSWORD

By creating a username, you will be able to submit applications, pay for services and submit inspection reports through ACA.

Your account can save all of your pertinent information such as licenses, workers compensation information and payment types.

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name:

* E-mail Address:
harwichhealth

* Password:
··········

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

Add New

Continue Registration »

Contact Information

	* First:	Middle:	* Last:

Name of Business:

Country:
United States

* Address Line 1:

* City:

* State:
—Select—

* Zip:

Home Phone:	Work Phone:	Mobile Phone:

Fax:

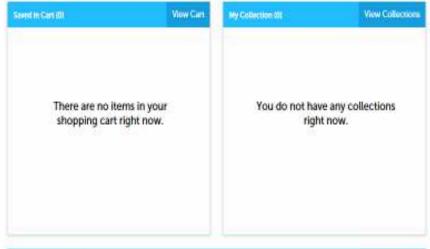
The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue   **Cancel**

Logged in as Harwich Health   Collections (0)   Cart (0)   Account Management   Logout

Welcome to the Town of Harwich's online permitting website!

There is a convenience fee to pay online. This fee is less when paying electronically by check rather than Credit Card.

Invoice Cloud Terms and Conditions

Home   Board Of Health   Building   Planning   Conservation   Zoning

Dashboard   My Records   My Account   Advanced Search ▾

Hello, Harwich Health

Saved in Cart (0) View Cart	My Collection (0) View Collections
There are no items in your shopping cart right now.	You do not have any collections right now.

Add new contact information. Make sure to fill in all of the required fields (the ones with the red asterisk *.
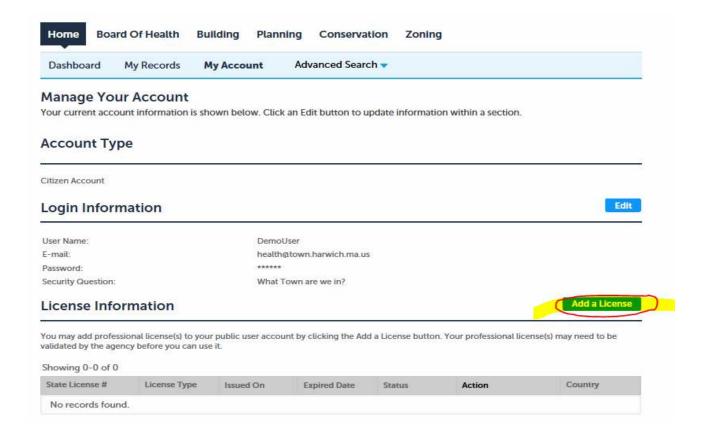
A box will pop up saying the information is not found, click continue to create a new account. Click Continue.

Now your account is set up and you are able to personalize it with your license types and additional contacts.

You need to log out and back in to start this personalization process.

From the Home page, select My Account.

You can add a license or contact at any time. Having saved licenses and contacts allows you to select the license/contact during application submittals instead of entering the information each time.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

[Edit]

User Name:	DemoUser
E-mail:	health@town.harwich.ma.us
Password:	******
Security Question:	What Town are we in?

License Information

[Add a License]

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

Updating Your Account:
Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency.

In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**
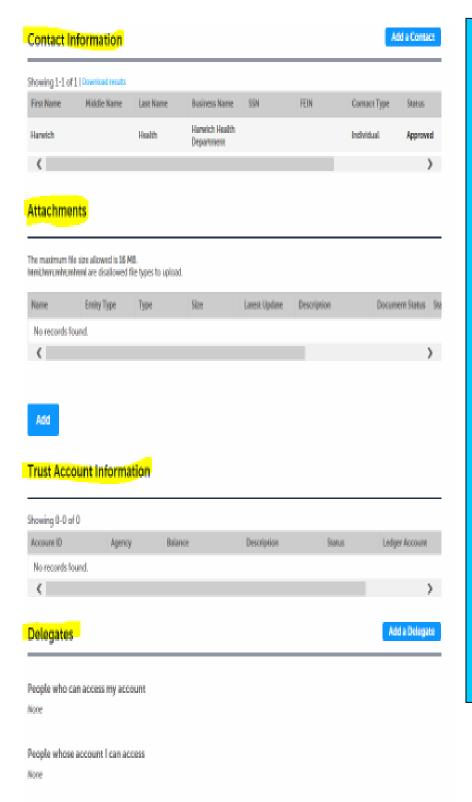
* indicates a required field.

License Information

*License Type: (?)	*State License Number:
Septic System Inspectors ▼	

[Find License]

Inspectors/Evaluators must be in the Harwich database in order to come up in a search.

You must enter your State License Number. If it does not come up, try entering SE or SI as a prefix to the number (ex. SI 670 or SI670). If you are still having trouble, contact our office to make sure you are in our database.

Once you find it, click "connect"

Contact Information

Add a Contact

Showing 1-1 of 1 | Download results

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Harwich		Health	Harwich Health Department			Individual	Approved

⟨ ⟩

Attachments

The maximum file size allowed is 18 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Entry Type	Type	Size	Latest Update	Description	Document Status	St
No records found.							

⟨ ⟩

Add

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account
No records found.					

⟨ ⟩

Delegates

Add a Delegate

People who can access my account
None

People whose account I can access
None

You are able to add additional contacts to your account. This may be useful if you are a company with more than one employee that will be submitting reports or permit applications.

Attachments such as workers compensation forms or certifications can be added here. A box will pop up allowing you to upload a document from your computer.

Trusted Account information allows you to add a "delegate". This feature allows someone to submit applications on your behalf as well as make payments.